Center for Educational Performance and Information (CEPI)

Student Transcript and Academic Record Repository (STARR) Application

Frequently Asked Questions (FAQs)

2011

Questions?
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1. ***What is CEPI?***
The State of Michigan's Center for Educational Performance and Information (CEPI) collects and reports data about the performance of Michigan's pre-kindergarten through twelfth grade (PK-12) public schools and students. Its initiatives in data collection and reporting facilitate school districts' compliance with the federal *No Child Left Behind Act of 2001* and the Michigan Department of Education's accreditation plan, *Education YES!* It also provides unprecedented access to information about Michigan's schools for parents, educators and policymakers via the CEPI Web site, at www.michigan.gov/cepi.

When Michigan accepted the American Recovery and Reinvestment Act (ARRA) funds distributed to public schools and postsecondary institutions via the State Fiscal Stabilization Fund (SFSF), the state agreed to connect data from preschool through postsecondary (P-20) education. As a result, CEPI has now been tasked with the collection, storage, maintenance, analyses and reporting of P-20 data.

2. ***What is the STARR application?***
The Web-based Student Transcript and Academic Record Repository (STARR) application is the means to collect student academic record data from Institutions of Higher Education (IHE). IHEs will send a data file(s) containing portions of students' academic records in the postsecondary electronic standards council (PESC) XML format using a Web upload interface to the STARR application, which will be stored in the State of Michigan's data repository for the P-20 education data connection.

3. ***Why is this work needed?***
When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act (ARRA), they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data to the labor force to evaluate the effectiveness of public education in preparing students for postsecondary education and the workforce. Connecting pre-kindergarten through 12th-grade to postsecondary education data requires that the Unique Identification Code (UIC) assigned and maintained by CEPI be exchanged among institutions and used at all education levels. In order to fulfill these requirements, Michigan must collect and store portions of each student's academic record (for IHEs) and the student transcript (for high schools) in a data repository for analysis. The Student Transcript and Academic Record Repository (STARR) application is the means to collect and store these data.

4. ***What happens to the data uploaded to the STARR application?***
The student transcript and academic record data that are uploaded to the STARR application are stored in the STARR. The data are then pulled into the Michigan Statewide Longitudinal Data System (MSLDS) for the P-20 data connection. These data will then be available to the public, schools, policy makers, students, parents, and key stakeholders via the Mi School Data portal. Data will either be presented in aggregate form or at the student-level, depending upon user security access and permissions. All data in the Mi School Data portal will be Family Educational Rights and Privacy Act (FERPA) compliant.

5. ***Who owns the data once they are in the STARR?***
- The IHE is the owner of the data. Once the data are uploaded and stored in the STARR, CEPI becomes the custodian of the data.
- Once data are uploaded by the IHE to the STARR, CEPI's vendor (Docufide, Inc.) is contracted to store the data on CEPI's behalf.
- Other than the technical management aspect supplied by CEPI's vendor, only select CEPI staff members will have access to the data stored in the STARR via an authenticated secure login.

6. ***What is Docufide?***
CEPI contracted with Docufide, Inc. to store the student transcripts and academic records used in the P-20 data connection. Docufide, Inc. is headquartered in Los Angeles, California, with representatives throughout the United States. For more information, please visit www.docufide.com.

7. ***What is Docufide's role regarding the STARR and the STARR application?***
The Web-based STARR application is the means to collect student academic record data from the IHE. Docufide is providing the application for the IHE data upload as well as the secure access to the application. The high schools will upload transcript data via Docufide's Secure Transcript™ service. Docufide is responsible for routing the data into the State of Michigan's data repository (the STARR) for the P-20 education data connection.

8. ***What analysis will be performed on the student academic record data collected in the STARR?***
Any analysis on the STARR data in the Michigan Statewide Longitudinal Data System (MSLDS) will have to be either mandated by law or by virtue of meeting education interests of Michigan. CEPI formulated a P-20 Advisory Council, which will provide guidance as to which data elements should and should not be used to answer the key questions the federal government and research teams seek to answer.

9. ***Where can I get more information regarding the Michigan Statewide Longitudinal Data System (MSLDS) and the P-20 Advisory Council?***
The CEPI Web site has the latest information regarding the MSLDS and the data advisory/workgroups for connecting P-20 data. Go to the CEPI Web site at www.michigan.gov/cepi and click on the blue "Michigan Statewide Longitudinal Data System" menu at the left.

10. ***What data elements get uploaded to the STARR application?***
The Institutions of Higher Education (IHE) Web page contains the data elements to be included in the file, which can be found at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html. These data elements were vetted by a postsecondary workgroup and are necessary to perform the key questions the federal government seeks to answer under the American Recovery and Reinvestment Act.

11. ***Whom do I need to upload student academic records for in the STARR application and when?***
Each spring, CEPI will collect student course enrollment and completion information via the STARR application for the prior summer, fall, winter, and spring terms. However, as terms begin and end on different dates at different institutions, the calendar dates below should cover a full year of enrollment and completion data at every institution.

- 2011 - include student data for all terms ending between June 2009 and May 2011
- 2012 - include student data for all terms ending between June 2011 and May 2012
- 2013 - include student data for all terms ending between June 2012 and May 2013

Include any student who was enrolled, registered or withdrawn for these terms (i.e., something will print on the official transcript for the student for the term) in the STARR application upload.

12. ***Who grants secure access to the STARR application?***
IHEs will be uploading student academic record data to the STARR application, and thus need to obtain secure access to the application. To obtain secure access, the STARR security agreement must be signed and faxed back to CEPI. This agreement can be found on the CEPI Web site at http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html. CEPI verifies the authorizing signature with that of the registrar for that institution as listed on the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Web site. After verification, CEPI sends the security agreement form to Docufide, which will provide the user requesting access with a login and temporary password. High schools will be uploading student transcripts via Docufide's Secure Transcript™ service, and thus do not need to obtain secure access to the STARR application.

13. What is the timeline for uploading data to the STARR application?
The STARR application will be open from May 9, 2011 through May 31, 2011, for IHEs to upload student academic record data files. High schools will be uploading student transcripts via the Docufide Secure Transcript™ service from June 1, 2011 through June 30, 2011.

14. Is there a STARR application user guide?
Yes. The CEPI IHE Web site contains the STARR application user guide at:
http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html.

15. Can the XML file be separated into smaller files to upload to the STARR application?
Yes. Although not required, it is highly recommended that large XML files be separated into smaller files and then uploaded to the STARR application. The STARR application will also accept zipped XML files.

16. Why is CEPI authorized to collect Michigan postsecondary student-level data?
When Michigan accepted the American Recovery and Reinvestment Act (ARRA) funds distributed to public schools and postsecondary institutions via the State Fiscal Stabilization Fund (SFSF), the state agreed to connect data from preschool through postsecondary (P-20) education. As a result, CEPI has been tasked with the collection, storage, maintenance, analyses and reporting of P-20 data. All public institutions are required to submit these data to CEPI, the state education agency responsible for overseeing the P-20 data connection for compliance with ARRA.

17. What is the UIC?
All public, and some private, school PK-12 students have state-assigned, 10-digit Unique Identification Codes (UICs). This code is included with the respective student's data for state reporting purposes. UICs were first assigned to students in 2002; thus, students who graduated from high school prior to 2002, as well as private school students who did not take the Michigan Merit Exam, do not have UICs assigned to them. IHEs are now required to obtain a UIC for each enrolled student. UICs can be obtained from the Docufide electronic transcript or from the IHE Request for UIC Collection via the Michigan Student Data System (MSDS).

18. What is the IHE Request for UIC Collection?
The IHE Request for UIC Collection enables authorized staff members at IHEs to upload files containing student enrollment information to the Michigan Student Data System (MSDS) in order to acquire state-assigned UICs. A UIC is needed for each enrolled postsecondary student in order for CEPI to create a student-level P-20 education data connection. For more information, go to the IHE Request for UIC Collection Web page at: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html.

19. Why is the IHE Request for UIC Collection needed?
Before student academic record data can be uploaded to the STARR application, each enrolled student must have a UIC. High schools currently send transcripts electronically to IHEs from a transcript exchange service provided by Docufide, Inc. Each of these transcripts (for public school students) contains a UIC. For those students who are enrolled in your institution, but for whom you do not have a UIC, CEPI has created the IHE Request for UIC Collection. The IHE Request for UIC Collection is the means for staff members at postsecondary institutions to acquire UICs for currently enrolled students who do not have UICs. This collection resides in the CEPI Web-based application called the Michigan Student Data System (MSDS).

20. Whom do I contact if I need STARR application help?
If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name, along with your message.

21. Whom do I contact for XML help?
Microsoft – Excel and Access will work with XML. Check out the Microsoft site for tutorials and information. There is an XML Validation Guide, which contains information on using XML. It can be downloaded from the CEPI IHE Web page at: http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html.

22. *Is there a forum for me to ask questions and engage in discussions regarding the STARR and the STARR application?*

Yes. CEPI encourages you to join the STARR Listserv. To join:

1. Go to listserv2.michigan.gov
2. Click on STARR
3. Click on Join or Leave STARR
4. Fill out the name and address
5. You will be e-mailed a confirmation code. Wait for the code and follow the instructions in the e-mail.